

TRAINING MANUAL

PLANNING



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SAP

SAP Business One is an integrated Enterprise Resource Planning (ERP) solution for small and midsize businesses, as well as subsidiaries of large enterprises.

SAP Business One helps to manage every aspect of any company by providing access to real-time business information through a single system. The application is divided into a number of modules, which each cover a different business function.

Getting Started

This (*Figure 01*) is the first interface of the SAP Business One. Here you have to select the company name by clicking on the button “change company”, if there is no company name selected.

Then you can enter the given pass word and the user name at relevant spaces and give the command OK for getting started.

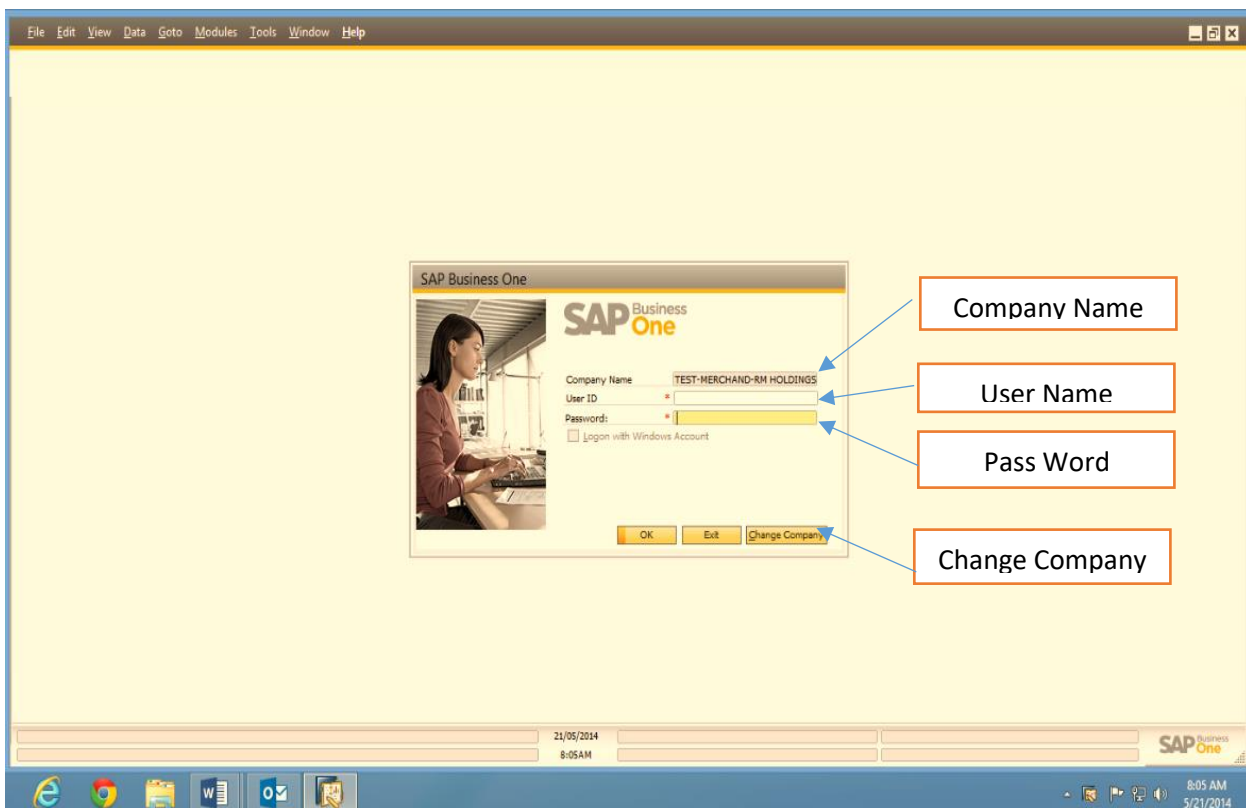
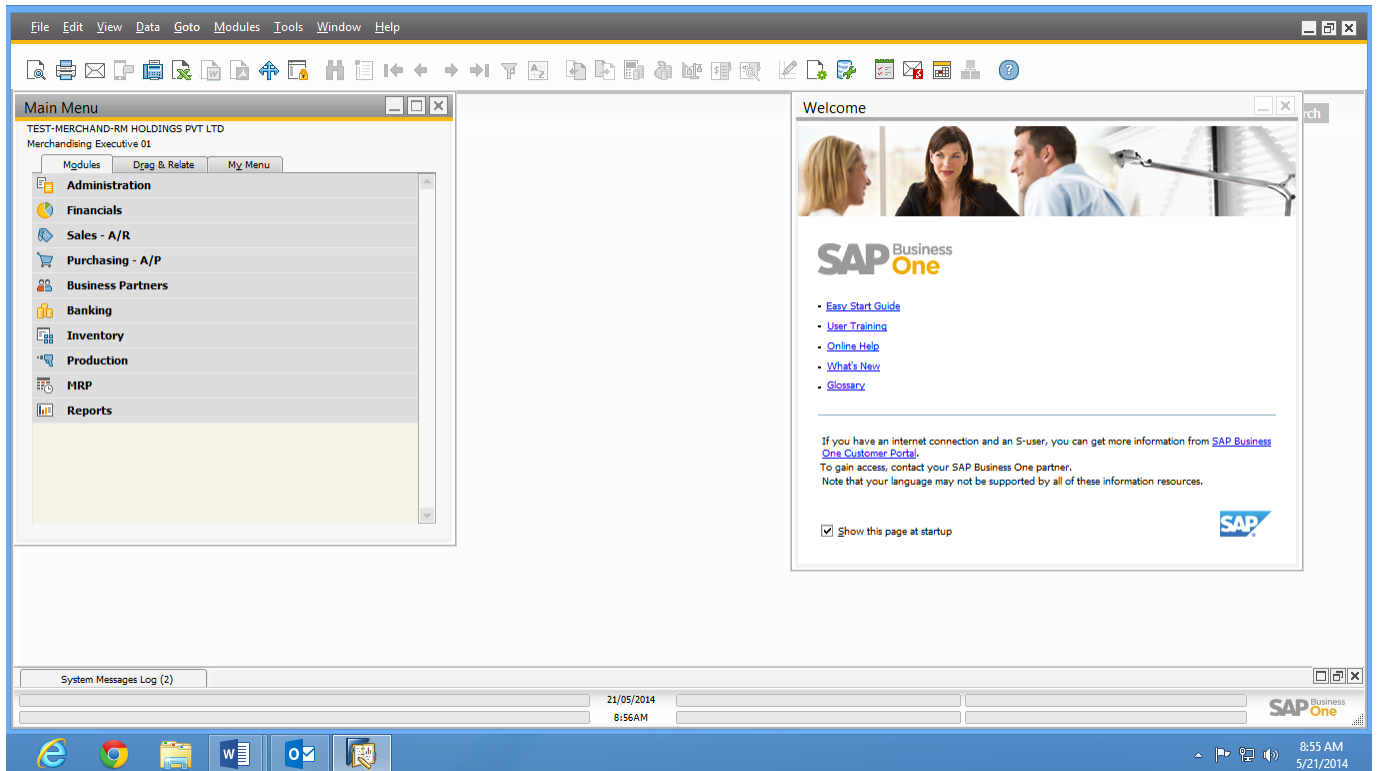


Figure 01: SAP Interface

Then you will move to the main window given below.



Releasing Production Order

The production orders are generated by merchandising team when the production of a certain style is going to start. You can view a production order via;



The screenshot shows the SAP Production Order window. The top menu bar includes File, Edit, View, Data, Goto, Modules, Tools, Window, and Help. Below the menu is a toolbar with various icons; the 'Find' icon (magnifying glass) is circled in red. The main window is divided into several sections. On the left, there are input fields for Type, Status, Product No., Product Description, Planned Quantity, Warehouse, and UoM Name. On the right, there are input fields for No., Order Date, Due Date, User, Origin, Sales Order, Customer, Distr. Rule, and Project. A red arrow points from a text box labeled 'Type the Project' to the Project field. Below these fields is a table with columns: Item No., Item Group, Item Description, UoM Name, Base Qty, Planned Qty, In Stock, Reserved, Issued, and Ordered. At the bottom, there is a Remarks field and a System Messages Log (2) section. The SAP logo and version (SAP Business One) are visible in the bottom right corner.

Once you move on to the purchase order, first activate the find mode by clicking on the find button.

Then type the required Project at the relevant space given and click enter to find the relevant production order.

Then it will appear the following window and choose the relevant item there.

File Edit View Data Goto Modules Tools Window Help

List of Production Orders

Find ☐ Keep Visible

#	Document Number	Production Order Type	Due Date	Item Number
1	1000	Standard	30/04/2014	MXOB4000 SPK BRIEFS-MAX PLUM COMBO CUT PIECE
2	1001	Standard	30/04/2014	MXOB4000 SPK BRIEFS-MAX PLUM COMBO
3	1002	Standard	30/04/2014	MXOB2000 SPK BRIEFS-MAX SKY COMBO CUT PIECE
4	1003	Standard	30/04/2014	MXOB2000 SPK BRIEFS-MAX SKY COMBO
5	1007	Standard	05/05/2014	MXOB2000 SPK BRIEFS-MAX NAVY COMBO CUT PIECE
6	1008	Standard	05/05/2014	MXOB4000 SPK BRIEFS-MAX LAGOON COMBO CUT PIECE
7	1009	Standard	05/05/2014	MXOG3000 SPK BRIEFS-MAX WHITE COMBO CUT PIECE
8	1010	Standard	05/05/2014	MXOG3000 SPK BRIEFS-MAX LAVENDER COMBO CUT PIECE
9	1011	Standard	05/05/2014	MXYG1000 SPK BRIEFS-MAX WHITE COMBO CUT PIECE
10	1012	Standard	05/05/2014	MXOB2000 SPK BRIEFS-MAX NAVY COMBO
11	1013	Standard	05/05/2014	MXOB4000 SPK BRIEFS-MAX LAGOON COMBO
12	1014	Standard	05/05/2014	MXOG3000 SPK BRIEFS-MAX WHITE COMBO
13	1015	Standard	05/05/2014	MXOG3000 SPK BRIEFS-MAX LAVENDER COMBO
14	1016	Standard	05/05/2014	MXYG1000 SPK BRIEFS-MAX WHITE COMBO

Choose Cancel

System Messages Log (4)

Production Order Type 28/05/2014 12:04PM

SAP One 12:03 PM 5/28/2014

File Edit View Data Goto Modules Tools Window Help

Production Order

Type Standard
Status Released
Product No. KIDBRICP00005
Product Description MXYB2000 SPK BRIEFS-MAX SKY COMBO CUT PIECE
Planned Quantity 7,500 UoM Name Piece
Warehouse RMH23

No. Primary 1002
Order Date 28/03/2014
Due Date 30/04/2014
User Business Analyst
Origin Manual
Sales Order
Customer
Distr. Rule
Project KUNOOS004

Factory Brief Cutting Warehouse

Pack 01

#	UoM Name	Base Qty	Planned Qty	In Stock	Reserved	Issued	Ordered	Committed	Available	Warehouse	Whs Name	Project
1	14B12 LT01083L3	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOOS004
2	14B12 LT01083L3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
3	14B12 LT01083L3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
4	14B12 LT01083L3	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOOS004
5	ELLOW FABSLD594 LT00027L1	Meter	0.01868	140.1	44.94		140.1		44.94	RMH20	Brief Fabric Warehouse	KUNOOS004
6	ELLOW FABSLD594 LT00027L1	Meter	0.028019	210.1425	44.94		210.1425		44.94	RMH20	Brief Fabric Warehouse	KUNOOS004
7	ELLOW FABSLD594 LT00027L1	Meter	0.028019	210.1425	44.94		210.1425		44.94	RMH20	Brief Fabric Warehouse	KUNOOS004
8	ELLOW FABSLD594 LT00027L1	Meter	0.037359	280.1925	44.94		280.1925		44.94	RMH20	Brief Fabric Warehouse	KUNOOS004
9	SU14B5 LT01089D3	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOOS004
10	SU14B5 LT01089D3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
11	SU14B5 LT01089D3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
12	SU14B5 LT01089D3	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOOS004
13	U14B2 LT01086D1	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOOS004
14	U14B2 LT01086D1	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
15	U14B2 LT01086D1	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOOS004
16	U14B2 LT01086D1	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOOS004

Remarks KUNOOS004-YB-SKY COMBO

OK Cancel

System Messages Log (4)

Reserved (24 Characters) 28/05/2014 12:09PM

SAP One 12:08 PM 5/28/2014

You should mainly concentrate on below highlighted fields and they are the attributes you need to change.

Attributes

- Status – The default status is “Planned” and You need to change this to “Released” to issue raw materials by stores.
- Warehouse – **Select the relevant sub-factory for the production as the warehouse**
 - Product No – Shows the product number
 - Product Description – this will be automatically given by the system
 - No. – Given by the SAP system
 - Order Date, Due Date – Shows the required dates
 - Project –The customer PO number
 - Item No – The Item number
 - Item Group – Shows the Item group
 - Item Description – Updated by the system
 - UoM Name – Will be given by the system
 - Base quantity – The quantity required for one five pair pack
 - Planned Quantity (Purchased Qty) – The total quantity required based on the given planned quantity
 - Reserved –The reserved quantity reflects the required reservation of inventory for the particular order and it gives information to the stores.
 - In stock – The stock available for issuing
 - Issued – The quantity issued for the particular sub factory (When the stores issue goods by raising a issuing note it will automatically update the issued column in the production order)
- Warehouse – Shows the name of the relevant warehouse (The cut piece Item Warehouse should be selected to the relevant factory by planning dev.)
- Warehouse Name – Automatically selected by the system
 - Open Qty – This shows the balance quantity to be issued to the purchase quantity
 - Issuing % –The issue percentage
 - Issuing Qty with % – System will show this value
 - Price – System will show the last purchase price of the relevant item
 - Committed – Shows the quantities allocated for production orders

- Ordered – Shows the quantities which are ordered by purchase orders and not raised the goods receipt POs at that time.
- Available – Shows the quantity → In Stock + Ordered – Committed

Raising Purchase Orders for sub factories



Attributes

- Vendor-Select the correct vendor from the list
- Posting Date/Valid Until/Document Date/Required Date-Select the relevant dates
- BP Currency-The correct currency should be appeared within this box and type the correct exchange rate within the box in front of this.
- Description-Type the relevant description
- Required Date-Can select the required dates line wise
- Quoted Date-Select the relevant quoted date
- Qty-Type the quantity
- UoM-Type the unit of measure

- Unit Price-Type the unit price
- Amount-The total amount automatically shows by the system